

## SUPPLEMENTAL JOB DESCRIPTION

Classification: ADMINISTRATOR I

Function Code: 0069-090

Title: Medicaid Pharmacy Services Administrator

Date Established: 07/01/95

Position Number: 41013

Date last amended: 8/24/05

**SCOPE OF WORK:** Directs the Pharmacy Services Unit for the Office of Medicaid Business and Policy (OMBP). Responsible for providing clinical and operational leadership to the Pharmacy Services program within OMBP; collaborates with the Medicaid Medical Director to provide clinical oversight to the Pharmacy and Therapeutics Advisory Committee. The Pharmacy Services Administrator directs the clinical and service utilization components of the vendor contract for Pharmacy benefit management; coordinates OMBP's participation, in collaboration with the other DHHS departments; responds to legislative issues and concerns.

### ACCOUNTABILITIES:

- Collaborates with external consultants and other State personnel to develop, implement and maintain the pharmacy benefit management; provides operational leadership to all components of the Medicaid Pharmacy program.
- Coordinates and provides strategic oversight to the Pharmacy and Therapeutics Advisory Committee (PTAC) in collaboration with the Medicaid Medical Director and external consultants; serves as PTAC member.
- Monitors and analyzes Drug Utilization Review (DUR) activities including Prospective, Concurrent and Retrospective measures. Acts as a liaison relative to pharmacy services consultation and problem resolution to external professional associations and other divisions within Medicaid on other non-standard activities.
- Oversees contractor audits performance in the areas of desk audits and reviews from the home office as well as on-site audits of particular pharmacies with unusual pricing or product distribution.
- Manages formulary changes and variations between multiple plans including Medicaid, the uninsured and state employees if formularies differ.
- Monitors the OBRA 90 Rebate Program and supplemental rebate program, in concert with financial services, to insure the Department recovers and applies all the possible revenues.
- Provides pharmacy clinical expertise as needed for all bioterrorism and emergency preparedness procedures.
- Monitors and evaluates MARS reports and other pharmacy data and provides analytical feedback to the appropriate internal committees; refers potential fraud and abuse opportunities back to the Fraud and Abuse unit.
- Directs and facilitates all pharmacy communications with the Provider network.

Supplemental Job Description  
Administrator I  
Position #41013  
Page 2 of 3

- Coordinates routine and ad hoc legislative reporting.
- Develops, implements, manages and monitors the State plan for the deployment of the national pharmaceutical stockpile in the event of a medical emergency.
- Interprets and monitors federal and state regulations in order to enforce program policy and procedures.
- Facilitates communication between OMBP staff and other key internal stakeholders regarding issues relevant to pharmacy program management.
- Monitors pharmacy expenditures and trends. Communicates significant findings to Medicaid Director. Actively engages in the development of cost savings strategies.
- Manages Pharmaceutical Services Specialist and works collaboratively with Pharmacy Finance Administrator and other staff as needed.

**MINIMUM QUALIFICATIONS:**

**Education:** Bachelor's degree from a college of pharmacy or department of a university accredited by the American Council on Pharmaceutical Education.

**Experience:** Six years' experience as a Pharmacist, preferably in a hospital or institution; or as an instructor in an accredited school or college of pharmaceuticals, three years of which must have been in a management level position involving administrative or supervisory duties concerned with program administration, program planning and evaluation, business management or related management experience.

**License/Certification:** Licensure by the New Hampshire Board of Pharmacy.

**SPECIAL REQUIREMENTS:** High level verbal and written communication skills, strong, positive, problem-solving, facilitation and organization skills, knowledge and experience in quality assurance, competence in functioning effectively and collaboratively as a member of a work team, proficiency in the use of personal computer.

**DISCLAIMER STATEMENT:** The supplemental job description lists typical examples of work and is not intended to include every job duty and responsibility specific to a position. Any employee may be required to perform other related duties not listed on the supplemental job description provided that such duties are characteristic of that classification.

**SIGNATURES:**

I have reviewed this job description for content.

Reviewer's Name, Title, and Position #: Doris Lotz, Medicaid Medical Director, OMBP.

\_\_\_\_\_  
Reviewer's Signature

\_\_\_\_\_  
Date Reviewed

Supplemental Job Description  
Administrator I  
Position #41013  
Page 3 of 3

I have reviewed the content of the above job description with my supervisor.

\_\_\_\_\_  
Employee's Signature

\_\_\_\_\_  
Date

I have discussed the work responsibilities outlined by this job description with the above employee.

Supervisor's Name, Title, Position #: Doris Lotz, Medicaid Medical Director, OMBP

\_\_\_\_\_  
Supervisor's Signature

\_\_\_\_\_  
Date Reviewed

\_\_\_\_\_  
Division of Personnel

\_\_\_\_\_  
Date Approved